



**OKLAHOMA AERONAUTICS COMMISSION MEETING
WEDNESDAY, MARCH 8, 2023, AT 10 AM
OKLAHOMA DEPARTMENT OF TRANSPORTATION
FIRST FLOOR COMMISSION ROOM
200 NE 21ST STREET, OKLAHOMA CITY, OK**

MINUTES

1. ANNOUNCEMENT OF COMPLIANCE WITH THE OPEN MEETING ACT, FILING OF MEETING NOTICE, AND POSTING OF THE AGENDA — Chairwoman Lindy Ritz and Chris Wadsworth, Chief of Staff

Chairwoman Ritz announced that the meeting notice and agendas were posted in compliance with the Oklahoma Open Meeting Act. The meeting was held at the Oklahoma Department of Transportation (ODOT) First Floor Commission Room, 200 NE 21st Street in Oklahoma City, Oklahoma. The meeting agenda and materials relied upon by the Commissioners were also posted at www.oac.ok.gov and distributed via email. The audio connection was monitored and the meeting was livestreamed at <https://video.ibm.com/channel/CKEfwftDGHZ> and recorded. The recording is available online at <https://youtu.be/treQRo7Go-I>.

Public Access to complete Commission Packet: www.oac.ok.gov

2. CALL TO ORDER AND RECORDING OF MEMBERS PRESENT AND ABSENT — Chairwoman Ritz and Andrea Post, Executive Assistant to Director Grayson Ardies

Andrea Post called roll and recorded the following Commissioners present and absent:

Present	Seth Phillips	Commissioner (District 1)
	Charles Ortega	Vice Chair (District 3)
	Lindy Ritz	Chairwoman (District 4)
	Blake Raney	Secretary (District 5)
	Jerry Hunter	Commissioner (At-Large)
	Jim Putnam	Commissioner (At-Large)

Absent	Kevin Potter	Commissioner (District 2)
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The meeting was called to order at 10:00 a.m. with 6 of 7 Commissioners present.

3. APPROVAL OF THE MINUTES OF THE AERONAUTICS COMMISSION MEETING FROM JANUARY 25, 2023 — Chairwoman Ritz and Andrea Post (Action Required)

Commissioner Raney made a motion to approve the minutes of the January 25, 2023 Aeronautics Commission Meeting. Commissioner Ortega seconded the motion. Chairwoman Ritz called for the vote, and the votes were recorded as follows:

Ayes - Commissioner Phillips
Commissioner Ortega
Chairwoman Ritz
Commissioner Raney
Commissioner Hunter

Commissioner Putnam

Nays - None

Abstain - None

The motion carried 6-0.

4. RECOGNITION OF SERVICE — Chairwoman Ritz and Grayson Ardies, State Director of Aeronautics (Information Only)

Dr. David Conway was recognized for his years of service to the State of Oklahoma as District 2 Aeronautics Commissioner. He served from 2009 - 2022. Dr. Conway thanked former Governor Brad Henry for appointing him to the Oklahoma Aeronautics Commission (OAC), commended former OAC Director Vic Bird for mentoring current Director Grayson Ardies, recognized the OAC staff for their work, and commended the growth of the aviation & aerospace education program during his years of service. Chairwoman Ritz stated that Dr. Conway was a tremendous asset to the OAC, mentioned that she learned a lot from him, and wished him the best of luck. Dr. Conway was presented with a personalized lamp.

5. LEGISLATIVE, CONGRESSIONAL AND REGULATORY UPDATE — Director Ardies (Information Only)

The Commission was briefed on the following four bills concerning airports, aviation and aerospace and Commission legislative initiatives for the 2023 Legislative session:

Senate Bill (SB) 773: This bill proposes language changes and creates a revolving fund related to Unmanned Aerial Systems (UAS) / Advanced Air Mobility (AAM). It has passed off the Senate floor with the title on and is headed to the House.

SB 782: This bill would change the agency name to “Oklahoma Department of Aerospace and Aeronautics”; it has passed off the Senate floor with title on.

SB 930: This bill pertains to aerospace education; it has passed off the Senate floor with title on.

SB 942: This is an engine test cell bill; it has passed out of Committee to Senate floor. Title is off due to fiscal impact.

6. FINANCIAL REPORT — Chris Wadsworth, Chief of Staff (Information Only)

The Commission was briefed on current financial figures for FY2023. As of February 28, 2023, OAC had an ending cash balance of ~\$13.9 million with encumbrances totaling ~\$6.6 million, leaving an available cash balance of ~\$7.3 million. Remaining expected revenue for the fiscal year totaled ~\$2.6 million, and outstanding reimbursements expected for the remainder of the fiscal year totaled just under \$758,000, while remaining possible encumbrances for the rest of the fiscal year could total ~\$4.2 million if grants are approved. This would leave an available cash balance of ~\$6.4 million at the end of the fiscal year.

Total revenue for January 2023 was ~\$1.6 million, and February revenue collections, though not fully reported, totaled ~\$499,000 so far. This brought total statutory revenue collected up ~\$3.6 million from the three-year average.

7. PROGRESSING RURAL ECONOMIC PROSPERITY (PREP) FUND UPDATE – Director Ardies (Information Only)

The Commission was briefed on PREP funds allocated for certain infrastructure projects at Oklahoma airports, including four mega-projects at Tulsa International Airport, Will Rogers World Airport, Ardmore Industrial Airpark, and Woodward Industrial Airpark, along with \$14 million in PREP funding for hangar projects, and \$4 million in PREP funding for commercial air service.

8. FISCAL YEAR (FY) 2023-2027 FIVE-YEAR AIRPORT CONSTRUCTION PROGRAM – Nick Young, Airports Division Manager (Action Required)

The Commission considered approving an amendment to FY 2023 of the five-year Airport Construction Program (ACP). The amendment would change certain details such as the Commission funding share, phases, or timing of projects at the following airports: Broken Bow Municipal, Claremore Regional, C.E. Page Municipal, El Reno Regional, McAlester Regional, Okemah Municipal, Ponca City Regional, South Grand Lake Regional, Stillwater Regional, Ardmore Municipal, and West Woodward.

Commissioner Putnam moved to approve the amendment. Commissioner Ortega seconded the motion. The vote was called, and votes were recorded as follows:

Ayes - Commissioner Phillips
Commissioner Ortega
Chairwoman Ritz
Commissioner Raney
Commissioner Hunter
Commissioner Putnam
Nays - None
Abstain - None

The motion carried 6-0.

9. PROPOSED PREP FUND HANGAR PROJECTS – Nick Young (Action Required)

The Commission considered approving an amendment to the 2023-2027 Airport Construction Program (ACP) to add the following proposed hangar development projects as part of the hangar loan and grant program. Proposed projects, the sponsor's preference for grant or loan, the estimated Commission share, and potential hangar size/type are listed below.

- A. Bartlesville Municipal Airport – \$1,700,000 grant for a 130'x120' box hangar
- B. Boise City Airport – \$320,000 grant for a 10-unit T-Hangar
- C. Carnegie Municipal Airport – \$465,170 grant for four (4) 50'x50' box hangars
- D. Chickasha Municipal Airport – \$505,780 grant for two (2) 75'x75' box hangars
- E. El Reno Regional Airport – \$626,820 grant for a 150'x90' box hangar
- F. Elk City Regional Business Airport – \$668,000 grant for a 100'x150' box hangar
- G. Frederick Regional Airport – \$336,400 grant for a 100'x65' box hangar
- H. Guymon Municipal Airport – \$480,000 grant for a 100'x80' box hangar
- I. McCurtain County Regional Airport – \$540,00 grant for one 80' x 80' box hangar
- J. Okmulgee Regional Airport – \$350,260 grant for two (2) 68'x56' box hangars
- K. OU Max Westheimer Airport – \$3,077,795 grant for a 150'x100' box hangar
- L. Prague Municipal Airport – \$386,524 grant for up to four (4) 48'x40' box hangars
- M. Shawnee Regional Airport – \$1,168,954 grant for a 100'x100' box hangar
- N. Weatherford Stafford Airport – \$549,328 grant for one 120'x100' box hangar

Commissioner Putnam moved to approve the consent docket for Item 9. Commissioner Raney seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
Commissioner Ortega
Chairwoman Ritz
Commissioner Raney
Commissioner Hunter
Commissioner Putnam
Nays - None
Abstain - None

The motion carried 6-0.

10. AIRPORT CONSTRUCTION GRANT PROGRAM CONSENT DOCKET – Ben Naghavi, Airport Engineer (Action Required)

Any Commissioner may request that any or all of these items be considered individually.

- A. The Commission considered approving a state grant for a project that is currently identified in the Commission's approved Airport Construction Program at **South Grand Lake Regional Airport**. The project consists of acquiring 25.8 acres of land. Based on fair market appraisal, the total project cost is \$163,000 and will be funded with \$154,850 of state grant funds and \$8,150 of sponsor matching funds. Approval is contingent upon the Commission receiving an acceptable grant application.
- B. The Commission considered approving a state grant for a project that is currently identified in the Commission's approved Airport Construction Program at **Clinton Regional Airport**. The project consists of constructing a 92'x70' box hangar. Based on bids, the total project cost is \$744,917 and will be funded with \$297,966.80 of state grant funds and \$446,950.20 of sponsor matching funds. Approval is contingent upon the Commission receiving an acceptable grant application. Mr. Toby Baker with Parkhill noted that four competitive bids were received for this project and remarked that the hangar is a shell box to support aircraft maintenance operations and replaces a hangar lost in a tornado. Mr. Robert Johnston, Clinton City Manager, thanked the Commission for their favorable consideration, and remarked that the new hangar fills a gap that has been missing for a few years and is the last piece of their tornado recovery effort.
- C. The Commission considered approving a state grant for a project that is currently identified in the Commission's approved Airport Construction Program at **Enid-Woodring Regional Airport**. The project consists of constructing a 120'x120' hangar. Based on bids, the total project cost is \$1,600,471.76 and will be funded with \$640,188.70 of state grant funds, and \$960,283.06 of sponsor matching funds. Approval is contingent upon the Commission receiving an acceptable grant application. Mr. Keston Cook, Airport Manager in Enid, remarked that two bids were received, and that this is part of one schedule of three scheduled bids for a \$4.5 total million project with over 20 plus contractors at the pre-bid meeting, but noted that only two could handle a project of this size. This hangar will be a second 120'x120' hangar on the airport to address demand for additional space; the hangar will help overnight additional aircraft, including military and corporate aircraft.
- D. The Commission considered approving a state grant for a project that is currently identified in the Commission's approved Airport Construction Program at **Purcell Municipal Airport**. The project consists of constructing two (2) 50'x50' hangars. Based on bids, the total project cost is \$629,816 and will be funded with \$223,000 of federal grant funds, \$251,926 of state grant funds, and \$154,890 of sponsor matching funds. Approval is contingent upon the Commission receiving an acceptable grant application. Mr. Toby Baker of Parkhill remarked that the new hangar is hoped to help the airport remain classified in the FAA's National Plan of Integrated Airport Systems (NPIAS) through its number of based aircraft, which has been a challenge due to the lack of hangar space. He noted that four competitive bids were received on the project. Ms. Rachael Huey, Airport Manager and Emergency Management Director for the City of Purcell, and she thanked the Commission for the support and the opportunity to accommodate additional based aircraft.

Commissioner Ortega stepped out of the meeting beginning at 11:06 a.m.

Commissioner Phillips moved to approve the consent docket for Item 10. Commissioner Hunter seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
Chairwoman Ritz
Commissioner Raney
Commissioner Hunter
Commissioner Putnam

Nays - None

Abstain - None

The motion carried 5-0.

11. PREP FUND PROJECTS CONSENT DOCKET – Director Ardies (Action Required)

Any Commissioner may request that any or all of these items be considered individually.

- A. The Commission considered approving a grant for a project that is currently identified in the Commission's approved Airport Construction Program at **Ardmore Municipal Airport**. The project consists of engineering design services for additional pavement to support the existing Taxiway E construction project and an overall PREP project development engineering study. The estimated cost of these items is \$100,000 and will be funded with \$100,000 of PREP funds.
- B. The Commission considered approving a state grant for a project that is currently identified in the Commission's approved Airport Construction Program at **West Woodward Regional Airport**. The project consists of engineering design services for the design of a new terminal building and an overall PREP project development engineering study. The estimated cost of these items is \$309,400 and will be funded with \$309,400 of PREP funds.

Commissioner Putnam moved to approve the consent docket for Item 11. Commissioner Phillips seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
Chairwoman Ritz
Commissioner Raney
Commissioner Hunter
Commissioner Putnam

Nays - None

Abstain - None

The motion carried 5-0.

12. FY 2024-2028 FIVE-YEAR AIRPORT CONSTRUCTION PROGRAM – Nick Young (Action Required)

The Commission was briefed on the projects being recommended for inclusion in the Commission's FY2024-2028 Airport Construction Program (ACP). The Commission's ACP is the programming guide for federal, state, and local funds for airport development consistent with the Oklahoma Airport System Plan. Staff requested that the ACP move into the public comment phase. The ACP will be presented to the Commission for formal approval during the May Commission meeting.

Commissioner Ortega returned to the meeting at 11:12 a.m.

Commissioner Raney excused himself from the meeting at 11:30 a.m.

Commissioner Phillips moved to approve Item 12. Commissioner Ortega seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
Chairwoman Ritz
Commissioner Hunter
Commissioner Putnam

Nays - None

Abstain - None

The motion carried 5-0.

13. PRELIMINARY ENGINEERING REPORT PROGRAM – Kelly Fincannon, Chief Airport Engineer (Action Required)

The Commission considered approving to allow staff to move forward in accordance with Title 3, Section 85 of Oklahoma State Statutes and act as an agent for the following cities' airports for the development of Preliminary Engineering Reports (PER) and accepting a Federal Aviation Administration (FAA) grant offer. The estimated total cost of the project is \$385,622.25 and will be funded with \$306,000 federal grant funds and \$79,622.25 of state grant funds.

- A.** PER – Claremore Regional Airport – Parallel Taxiway Rehabilitation
- B.** PER – Durant Regional Airport / Eaker Field – Apron Expansion
- C.** PER – Sand Springs William R. Pogue Municipal Airport – Parallel Taxiway Rehabilitation
- D.** PER – Tahlequah Municipal Airport – Runway Rehabilitation
- E.** PER – Robert S. Kerr Airport, Poteau – Runway Extension (State-funded)

Commissioner Hunter moved to approve Item 13. Commissioner Putnam seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
Commissioner Ortega
Chairwoman Ritz
Commissioner Hunter
Commissioner Putnam

Nays - None

Abstain - None

The motion carried 5-0.

14. REQUEST FOR QUALIFICATIONS FOR CONSULTANT SERVICES AT CARLTON LANDING AIRPORT - Nick Young (Action Required)

The Commission considered authorizing staff to move forward with a Request for Qualifications process to select a consultant for airport planning and engineering services at Carlton Landing Airport.

Commissioner Putnam moved to approve Item 14. Commissioner Phillips seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
Commissioner Ortega
Chairwoman Ritz

Commissioner Hunter
Commissioner Putnam

Nays - None
Abstain - None

The motion carried 5-0.

15. AEROSPACE & AVIATION EDUCATION PROGRAM UPDATE – Paula Kedy, Aerospace & Aviation Education Program Coordinator (Information Only)

The Commission was briefed on the following aerospace & Aviation Education events and program highlights:

- A. Osage Nation AOPA Forum, Jan. 11
- B. Thunder Aero Student Event, Jan. 27
- C. Southeastern Aviation Day, Feb. 17
- D. McAlester STEM Event, Feb. 18
- E. Aviation Accreditation Board International (AABI) Conference at Auburn University, Feb. 22-23
- F. Unmanned Aerial Systems Teacher Training at Oklahoma State University, Feb. 24-25
- G. Number of Oklahoma High Schools teaching the AOPA “You Can Fly” curriculum

16. AIRCRAFT OWNERS AND PILOTS ASSOCIATION (AOPA) PROFESSIONAL DEVELOPMENT UPDATE AND EVENT SPONSORSHIP – Director Ardies and Ms. Kedy (Action Required)

The Commission was updated on the announcement of the plans to host a second annual AOPA teacher development training for the “You Can Fly” curriculum in Oklahoma. The Commission considered approving a \$5,000 sponsorship to host this event in Oklahoma.

Commissioner Putnam moved to approve Item 16. Commissioner Hunter seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
Commissioner Ortega
Chairwoman Ritz
Commissioner Hunter
Commissioner Putnam

Nays - None
Abstain - None

The motion carried 5-0.

17. UNMANNED AERIAL SYSTEMS (UAS)/ADVANCED AIR MOBILITY (AAM) MEMORANDUM OF AGREEMENT WITH STATE OF VIRGINIA FOR FLIGHT INFORMATION EXCHANGE – Director Ardies (Action Required)

The Commission considered providing approval to enter into a Memorandum of Agreement with the State of Virginia for data and information collaboration pertaining to UAS/AAM integration and the setting up of a Flight Information Exchange system in Oklahoma. The estimated cost to partner with Virginia in the development of this system is approximately \$100,000/year.

Commissioner Putnam moved to approve Item 17. Commissioner Phillips seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
Commissioner Ortega

Chairwoman Ritz
Commissioner Hunter
Commissioner Putnam

Nays - None
Abstain - None

The motion carried 5-0.

18. ADMINISTRATIVE RULES FOR THE OKLAHOMA AERONAUTICS COMMISSION — Michelle Bouziden, Grants Administrator (Action Required)

The Commission considered approving the recommended changes to the agency's administrative rules regarding the OAC Airport Construction Program. These changes incorporate the recently adopted emergency rules which allow for the implementation of various appropriations received during the 2022 legislative session. Changes include amending the Commission's cost share level of participation and identifying various infrastructure items as eligible for Commission funding.

Commissioner Ortega moved to approve Item 18. Commissioner Phillips seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
Commissioner Ortega
Chairwoman Ritz
Commissioner Hunter
Commissioner Putnam

Nays - None
Abstain - None

The motion carried 5-0.

19. REVIEW OF UPCOMING AVIATION AND AEROSPACE EVENTS — Michelle Bouziden (Information Only)

Commissioners were briefed on the following upcoming events in the state:

- AERO Oklahoma Day at the Capitol, March 22, 2023
- ODIA Cybersecurity Briefing, March 21st, at the Skirvin Hotel
- Aero Education Summit (AOPA Teacher Professional Development), June 5-8, at the University of Oklahoma in Norman, with a banquet tentatively scheduled for the evening of Tuesday, June 6.
- Oklahoma Aerospace Forum, November 8, 2023
- Oklahoma Airport Operators Association Annual Conference, March 26-29, 2023, at Shangri-La in Monkey Island, Oklahoma
- MRO Americas Conference, April 18-20, 2023 in Atlanta, GA
- Oklahoma Pilots Association Fly Away to Reba's Place in Atoka, Oklahoma, March 11 at 11:30 a.m.
- Enid Woodring March Fly-In and Barnstormers Breakfast, March 18 at 7:30 a.m.
- Flying Aggies Fly-in at Stillwater Regional Airport, April 1 at 11:00 a.m.

20. CONCLUDING REMARKS REGARDING AGENDA ITEMS — Director Ardies and Commissioners

No remarks were made.

21. ANNOUNCEMENT OF NEXT MEETING — Chairwoman Ritz

Chairwoman Ritz announced that the next Aeronautics Commission meeting will be Monday, April 10, 2023, starting at 10:00 a.m. in the ODOT First Floor Commission Room.

22. NEW BUSINESS (*“any matter not known about or which could not be reasonably foreseen 24 hours before the meeting”*)

No new business.

23. ADJOURNMENT

Chairwoman Ritz called for a motion to adjourn. Commissioner Putnam moved to adjourn, and Commissioner Phillips seconded the motion. Chairwoman Ritz called for the vote, and votes were recorded as follows:

Ayes - Commissioner Phillips
 Commissioner Ortega
 Chairwoman Ritz
 Commissioner Hunter
 Commissioner Putnam

Nays - None

Abstain - None

The motion carried 5-0, and the meeting was adjourned at 12:10 p.m.